



SUPPORTING EMPLOYMENT FIRST AD HOC COMMITTEE
DRAFT MINUTES

Tuesday, November 14, 2017
1:00 p.m. – 2:30 p.m.

Arizona Developmental Disabilities Planning Council
3839 North 3rd Street, Suite 306, Phoenix, Arizona 85012

A committee meeting of the Arizona Developmental Disabilities Planning Council (ADDPC) was convened on November 14, 2017 at 3839 North 3rd Street, Suite 306, Phoenix, Arizona 85012. Notice having been duly given. Present were the following members of the Supporting Employment First Ad Hoc Committee, guests, and staff.

Members Present	
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Melissa Van Hook, Chair, in person John Eckhardt, telephone Traci Gruenberger, telephone Scott Lindbloom, telephone Andrew Robinson, telephone	Thomas (Tom) Uno, telephone
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Guests/Staff	Committee Members Absent
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Abel Young, in person Erica McFadden, Executive Director Michael Leyva, Contracts/Grants Coordinator Marcella Crane, Grants Manager	Monica Cooper George Garcia Matthew Isiogu Kristen Mackey Jason Snead
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A. Call to Order

Chairperson Melissa Van Hook welcomed everyone to the Arizona Developmental Disabilities Planning Council (ADDPC or Council) Supporting Employment First Ad Hoc Committee meeting. The meeting was called to order at 1:04 p.m. Roll call and participant introductions were completed.

B. Approval of Meeting Minutes

The Minutes from the August 10, 2017 Employment Committee meeting were reviewed.

A Motion was made to approve the August 10, 2017 Employment Committee Meeting Minutes by Scott Lindbloom; seconded by Andrew Robinson; the motion unanimously carried.

C. Review of 2017 Work Plan

Melissa Van Hook reviewed the FY2018 Employment Work Plan with the Committee. The Plan outlines key activities for the period October 1, 2017 through September 30, 2018. Andrew Robinson asked if the number of activities identified are correct. Michael Leyva will ensure number of activities and dollar amounts associated with employment projects are accurate.

D. Update of Pilot Project to Train Yuma Vocational Rehabilitation (VR) Counselors on Self-Employment

Michael Leyva shared information on the initial meeting that took place at the Yuma VR office on September 20, 2017. Andrew Robinson also attended the meeting that centered on developing a curriculum for VR counselors to assist a consumer with a self-employment outcome. Andrew and Michael will conduct a follow up meeting later this month with the Yuma VR team to discuss the curriculum and identify next steps. The goal is to have a curriculum developed and initial trainings completed by the end of the March 2018.

E. Update on Employment First Website

Michael Leyva affirmed the Employment First Website Scope of Work was reviewed and approved by the Grants and Executive Committees. The Website Scope of Work is anticipated to be approved at the Full Council Meeting November 17, 2017 meeting. Once the project is approved, Marcella Crane will develop an Interagency Service Agreement with the Sonoran UCEDD. Tom Uno asked if data elements such as unique visits, page views, length of time spent viewing documents, etc. will be reported.

This is the first employment project to go through the new approval process recommended by the Council. To ensure accountability and transparency, all projects will be monitored closely with outputs/analytics and outcomes reported. Traci Gruenberger affirmed her support for holding project administrators accountable for timely reporting and completion of approved employment projects.

F. Economic Impact Study

Erica McFadden shared information on ADDPC hiring a firm or individual to conduct research on the economic impact for the State of Arizona of including people with disabilities in the workforce. The proposed Economic Impact Study will identify if people with disabilities are at least marginally employed, what impact their employment will have on Arizona's GDP. Key tasks, primary research, and information regarding the firm's capacity, experience, references and bid are included in the Request for Bid. Erica asked the Committee if there were changes, and if none are recommended the Economic Impact Study will go out for bid. Marcella Crane asked if Committee members would like to serve on the Evaluation Committee and if so, to inform either Melissa Van Hook or Erica McFadden.

G. Model Training to Hire Program

Michael Leyvva shared information on the proposed project to fund a model training program. The idea originated with the model used by Not Your Typical Deli that provides training and supports which lead to securing and maintaining competitive employment. Reference was made to the Starbucks model which focuses on learning, development and one-the-job training. Erica McFadden said we must ensure whatever program is developed it must be done correctly, comprehensively, and lead to generating employment outcomes. Melissa Van Hook asked for Committee members to share their ideas and models that are working. Scott Lindbloom asked if the model will include a job coach and if possible to collaborate with a provider agency, and to review a model used in Vermont. Erica offered to draft ideas and concepts for a Scope of Work which will be shared with the Committee. The plan is to have a Scope of Work approved by the Committee and have it go through the grant process for release to vendors and awards made by the end of FY2018.

H. Job Developer Training Program

Erica McFadden shared information on a project to partner with the Division of Developmental Disabilities (DDD) and Vocational Rehabilitation (VR) and providers through the AZ Association of Providers for People with Disabilities (AAPPD) to create and administer a job developer training program. Erica has set-up a December 14, 2017 meeting with leadership from DDD and VR to strategize and discuss what should be included in the training, who will provide funding, how will the training look, what the target population is, and what the goals of the training are. Tom Uno shared the Institute for Human Development's 2018 Evidence Based Practice (EBP) Conference will have a strong employment track and Beth Keeton, Executive Director of Griffin Hammis Associates be the featured presenter. The EVP presentation will be a nice way to kick off the Job Developer Training Program. Tom also shared representatives from DDD, VR, and ADDPC will serve on the EBP Conference planning committee. Scott Lindbloom asked if a volunteer from Apache and Navajo counties can help with Job Developer Training Program planning.

I. Update on Provider Inventory

Erica McFadden informed the Committee the Provider Inventory was discussed and approved at the Employment First Core Team Meeting held October 24, 2017. A final version of the Inventory has been forwarded to Susan Voirol and Mark Jacoby for beta testing to providers who are members of the Employment First Core Team. Erica asked Committee members to also beta test the Inventory. Melissa Van Hook said the Provider Inventory is an important project initiated by Erica in support of Employment First and the information generated by the Inventory will serve as a valuable and relevant resource to let families see what employment services are available.

J. Call to the Public

Melissa Van Hook requested a Call to the Public. No comments or announcements were made.

K. Adjourn

Meeting ended at 2:08 p.m.